Project Destiny of Pittsburgh
2200 California Avenue
Pittsburgh, PA 15212

Job Title:	**Case Management Coordinator**	**Job Category:**	Case Management
Department/Group:	Youth and Family Services (YFE)		
Location:	Project Destiny	**Travel Required:**	60%
Exempt/Hourly/Casual/:	Exempt	**Position Type:**	Full time
Clearances Required:	ACT 33, ACT 34, FBI		
Reports to:	YFE Manager		

Minimum Job Requirements

- Two years supervisory and/or management experience
- Ability to mentor new staff
- Ability to act as a meeting facilitator
- Five years working with families or working in a community setting
- Excellent Organizational and communication skills
- Ability to work independently and meet deadlines
- Microsoft Office computer skills
- Ability to effectively communicate and interact well with community agencies, children and their families.
- Must have a reliable vehicle and driving record acceptable to our insurer
- Valid PA State Driver's license, auto insurance and a vehicle

Minimum Educational Requirements

Bachelor's degree in a field of social work, psychological and mental health services or related discipline, with five plus years of employment experience in human services. Master's degree preferred

Job Description

Purpose:

This position will be responsible for home visiting and monitoring all functions related to the Youth and Family Engagement Program. Coordinator will monitor Casual Consultant assignments, provide information regarding processes and procedures, will review outcomes to insure the safety of children is not compromised and to try and prevent out of home placement and entry into Allegheny County Children, Youth and Family services. The position will review the quality of the work of Cultural Consultant professionals. The Coordinator will also be responsible actively working to involve the local community in programs and workshops sponsored by local agencies to include distribution of information and recruitment.

Duties:

- Develops and recommends new or changes to existing policies and procedures.
- Provides for staff coverage of YFE office.
- Trains new consultants via hands-on home visiting and related processes
- Works with other public and private agencies to facilitate program Implementation.
- Monitors program accomplishments as these relate to family successes.

- Monitor the activities and program plan of each assigned case in compliance with Project Destiny policies and procedures, and funding source standards.
- Coordinating community-based treatment and support systems and may also participate in the provision of family meetings with the Cultural Consultant. Provide timely and efficient administrative support for the collaboration with community partners.
- Is in regular communication with Cultural Consultants regarding the cases assigned
- Be able to facilitate Groups.
- Provides information to Manager for the completion of monthly/annual reporting
- Participates and provides input into employee evaluations and related issues
- Ensure that staff carries out project goals and operates within the specifications outlined in grant requirements.
- Review time sheets and consultant paperwork
- Keeps Manager/Executive Director informed regarding issues/concerns related to each family's progress
- All other duties as assigned

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	